



Onehouse Road, Stowmarket, Suffolk, IP14 1QR

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· ACHIEVING SUCCESS TOGETHER ·

Our Ref: MMY.SHT/yr10WEX

19 December 2023

Dear Families

YEAR 10 WORK EXPERIENCE

During the academic year, your child will have multiple opportunities to understand the world of work, to explore their options and build confidence about their future. Work experience is a vital part of the Year 10 Inspirational Futures programme and is an opportunity for students to:

- spend a period outside the classroom with an employer to learn about a particular job or area of work.
- obtain a wider awareness of opportunities in the local area.
- relate their studies to the world of work.
- learn and develop new skills that will, hopefully, inspire them to achieve their future goals.

Work Experience will take place next year from **Monday 13 May – Friday 17 May 2024**

The process has already begun with a work experience assembly, and the students will be given information about the work experience programme during their Inspirational Futures lessons in January and February next year.

Students will need to now start the process, with your support and guidance, of identifying a potential placement linked to their future career aspirations. We ask that you encourage your child to find a placement either through your own network of family and friends or through speculative enquiries to companies.

I attach a template which could be used in a letter or email form. If you or your child would like some additional information or advice about who they could contact for a placement in their area of interest, please contact Mrs Mylrea our Futures Coordinator who is based in our Inspirational Futures Centre on the 2nd Floor or via email m.mylrea@stowhigh.com

Once your child has found a placement, they will need to ask the employer to complete the relevant section on the Work Experience portal via Unifrog and ensure the section regarding the Employers Liability Insurance is completed. **There is also parental consent section on the Unifrog platform which you will need to complete.** The fully completed sections form should be returned to Mrs Mylrea via the Unifrog Platform by the **deadline of Tuesday 30 March 2024** once it has gone live.

To validate the suitability and quality of the placement, we will then contact the company and organise the various health and safety, risk assessments and other checks that are required. Please be aware that it can be difficult to assess placements beyond the immediate region. Should you have any questions regarding this, please contact the Futures Coordinator to discuss.





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During the Spring term your child will take part in a Work Experience preparation day when they receive information in readiness for the placement, which includes Health & Safety training and a work experience logbook to complete.

If students do not find a placement, they will have to attend school as normal, however we would hope that all students in Year 10 will complete a placement as it offers huge benefits to them.

Kind regards

Mrs Broxton & Mrs Mylrea
The Inspirational Futures Team